

SECRET

NPIC HANDBOOK

10-1

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SECTION C

Unofficial Publications and Speeches

1. A request to write for unofficial publication or make a speech on any topic will be made by memorandum identifying the meeting or the publisher, and explaining the nature of the employee's participation. The memorandum should describe the practices of the sponsor or publisher regarding the identification of the place of employment of its participants or authors. If the requester is or has ever been assigned cover (including cover for TDY travel) or knows he is being considered for assignment under cover, the memorandum must identify his cover or potential cover status without identifying the cover organization. The requesting memorandum will be submitted to the Group or Staff Chief concerned, with a copy of any speech or manuscript which may be involved. If the manuscript is not available, an abstract or outline will be submitted with a statement as to when the complete text will be ready for review.

2. The Group or Staff Chief concerned will add his written recommendation, and his certification that the subject matter meets the criteria set forth in security regulations. If the author is to be identified as a CIA employee, or a DIA employee detailed to NPIC, the Group or Staff Chief must certify that the paper will not disclose the state of the art of any Agency activity. The document should then be forwarded to the Security Branch.

3. The Chief, Security Branch, will review the document, assure that all necessary staffing has been effected, and forward it through administrative channels to the Director, NPIC, for concurrence.

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4. The Director, NPIC, will send the requesting memorandum to the DDI for his approval. If the topic is related to Agency activities, the memorandum and recommendation must be routed through the following reviewing officials for their recommendation for approval or disapproval.

a. The Chief, Central Cover Staff, if the requester is or has ever been assigned cover (including cover for TDY travel) or knows he is being considered for assignment under cover;

b. The Director of Security;

c. The Assistant to the DCI.

5. The DDI will approve or disapprove the request. In the event he favors approval of a request which a reviewing official had recommended be disapproved, he will refer the case to the Executive Director-Comptroller for decision [See CIA Regulation]

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6. The Chief, Support Staff, will advise the employee and the Group Chief concerned of the DDI's approval or disapproval, and of any provisos which may have been included in an approval.

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10-1 (ATTACHMENT)

REQUEST FOR ATTENDANCE AT PROFESSIONAL MEETINGS			
1 NAME (last, first, middle)		2 GRADE	3 POSITION
			4 OFFICE
5 TITLE OF MEETING		6 FROM (M-D-Y)	7 TO (M-D-Y)
8 ORGANIZATION SPONSORING MEETING		9 MEMBER <input type="checkbox"/> YES <input type="checkbox"/> NO	10 LOCATION OF MEETING (city, state)
11 PREVIOUS ATTENDANCE AT SIMILAR MEETINGS <input type="checkbox"/> YES <input type="checkbox"/> NO	12 ARE FOREIGNERS EXPECTED TO ATTEND <input type="checkbox"/> YES <input type="checkbox"/> NO	12a WILL COVER BE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	
13 DESCRIPTION OF MEETING TO BE ATTENDED			
14 OBJECTIVES OR PURPOSE FOR ATTENDING			
COSTS		APPROVALS	DATE
15 REGISTRATION FEE	\$ IF REQUIRED	23 APPLICANT	
16 TRAVEL AND PER DIEM	\$ IF REQUIRED	24 GROUP/STAFF CHIEF RECOMMENDATION FOR APPROVAL	
17 OTHER COSTS (explain)	\$ IF REQUIRED		
18 TOTAL COSTS	\$	25 TRAINING OFFICER	
19 FUNDS AVAILABLE	20 DATE		
21 OBLIG. REF. NO.	22 CHARGE FAN ACCOUNT NO.		

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